

# BOARD OF PUBLIC WORKS

## Vision

The Lewes Board of Public Works exists to improve the quality of life of the customers we serve by providing quality and reliable utility services.

## Mission

We are dedicated to providing our customers with electric, water, wastewater, stormwater management, and other value-added services in a safe, reliable, and economic manner with sound business practices, sustainable growth, community engagement, economic development, and environmental stewardship.

## Regular Meeting

October 23, 2024

4:00 p.m.

City Council Chambers

114 E. Third Street

ZOOM: <https://lewesbpw.zoom.us/j/84202151112>

## Agenda

### 1. WELCOME, CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE

### 2. ROLL CALL

#### Board Members

Thomas Panetta

Barbara Curtis

D. Preston Lee, P.E.

Richard Nichols

Bob Heffernan

#### Ex-Officio Members

Andrew Williams, Mayor

Austin Calaman, General Manager

Robin Davis, Assistant General Manager

Michael Hoffman, Legal Counsel

### 3. CONSENT AGENDA

a. Receive Vice-President Report

b. Receive Secretary Report

- April 24, 2024 Regular Meeting Minutes
- December 5, 2023 Finance Committee Minutes
- August 28, 2024, Regular Meeting Minutes

c. Receive Treasurer Report

- [September R&E](#)
- [Quarter 2 R&E](#)
- [YTD R&E](#)

- [Cash Graph](#)
  - [Q2 Adjusted O+M Budget](#)
- d. Receive Asst. Treasurer Report
4. Receive the Inframark Report.
- Veolia Report
  - Pump Station List
5. Receive the President's Report.
6. Receive the [General Managers Report](#).

### Old Business

7. Open forum/general discussion on the updated [DRAFT water meter policy](#).  
INFORMATION/DISCUSSION/ACTION (Austin Calaman and Michael Hoffman)
8. Open forum/general discussion on the [6-month review of impact fees](#).  
INFORMATION/DISCUSSION/ACTION (Austin Calaman, Kimberly Bellere and Robin Davis)
9. Open forum/general discussion on the WWTP long range plan update.  
INFORMATION/DISCUSSION/ACTION (Thomas Panetta)

### New Business

10. Open forum/general discussion on setting the date for the Nov/Dec board meeting.  
INFORMATION/DISCUSSION/ACTION (Austin Calaman and GMB)
11. Open forum/general discussion on approving the DWSRF grant for emerging contaminants. INFORMATION/DISCUSSION/ACTION (Austin Calaman, GMB and Michael Hoffman)
12. Open forum/general discussion on the [outside city limits utility plan escrow policy](#).  
INFORMATION/DISCUSSION/ACTION (Austin Calaman and Michael Hoffman)
13. Open forum/general discussion on a special board meeting date to award the elevated storage tank contract. INFORMATION/DISCUSSION/ACTION (Austin Calaman and GMB)
14. Open forum/discussion on [request from Excelcare at Lewes](#) (Breakwater Village) to consider payment option for electric service. INFORMATION/DISCUSSION/ACTION (Austin Calaman)

**15. BOARD OR STAFF REQUESTS FOR AGENDA ITEM(S).**

**16. CALL TO THE PUBLIC:**

Members of the public wishing to address the Board on matters not listed on the agenda should make their request known at this time. Time permitting, each presentation will be given approximately three (3) minutes. No action or Board discussion will result from public comments on matters not listed on the agenda; however, the Board President may ask staff to review a matter, and individual members of the Board may ask that a matter be put on a future agenda.

**17. CALL TO THE PRESS**

**18. Executive Session-** A strategy session including those involving legal advice or opinion from attorney-at-law where an open meeting could have adverse effect on the position of the public body with respect to pending or potential litigation; and discussion of the content of documents, excluded from the definition of "public record" in § 10002 of this title where such discussion may disclose the contents of such documents." .29 Del C § 10004, (b)(4), (b)(6). Review executive minutes from September 20, 2024, September 25, 2024, and October 1, 2024.

**19.** Return to open session.

**20.** Discussion and action on items from Executive Session, if applicable.

**21. ADJOURNMENT**

The items listed may not be considered in sequence. This agenda is subject to change to include additional items and Executive Sessions or the deletion of items including Executive Sessions that may arise prior to and at the time of the meeting.

**THE BOARD RESERVES THE RIGHT TO TAKE ACTION ON ANY AGENDA ITEM.**  
*Persons with disabilities requiring special accommodations, please contact the business office at 645-6228.*

\*Public comment during any agenda item is limited to a maximum of three minutes per person. Time cannot be transferred from one individual to another.

Posted: October 16, 2024- 4:00pm